

Attachment G_2
PERIODIC MONITORING

RECORDS MANAGEMENT SUPPORT CONTRACT

Appendix G.2

Surveillance Activity Checklist

Periodic Monitoring

Date: _____

Period of Performance: From: _____ To: _____

1. Did the contractor ensure continuity of operations and provide access to four records centers in Region 2 and their holdings at the acceptable quality level?

☐ Yes ☐ No ☐ Not Applicable

Remarks:

2. Did the contractor provide EPA staff assistance with retrieval of electronic records stored in SEMS-RM, retrieve files, respond to information requests, serve as attendant / receptionist for record rooms and prepare documents for distribution at the acceptable quality level?

☐ Yes ☐ No ☐ Not Applicable

Remarks:

3. Did the contractor perform file maintenance and inventory for Remedial, Removal, Removal Assessments, Pre-Remedial, Federal Facility, and Contracts files and create and distribute Removal site file kits at the acceptable quality level?

☐ Yes ☐ No ☐ Not Applicable

Remarks:

4. Did the contractor compile and update ARs at the acceptable quality level?

☐ Yes

☐ No

☐ Not Applicable

Remarks:

5. Did the contractor perform document preparation, catalog, scan / import, and perform QC and maintain integrity of Controlled documents in SEMS-RM at the acceptable quality level?

☐ Yes

☐ No

☐ Not Applicable

Remarks:

6. Did the contractor maintain document control records / Inventory tracking records of hard copy remedial, removal, removal assessments, pre-remedial, federal facility, and contracts files and maintain an electronic inventory and update unique files at acceptable quality levels?

☐ Yes

☐ No

☐ Not Applicable

Remarks:

7. Did the contractor provide assistance with FOIA requests at the acceptable quality level?

☐ Yes

☐ No

☐ Not Applicable

Remarks:

8. Did the contractor create and maintain Special Collections in SEMS-RM for Program Required Documents at the acceptable quality level?

☐ Yes

☐ No

☐ Not Applicable

Remarks:

9. Did the contractor compile and update Deletion Dockets at the acceptable quality level?

☐ Yes

☐ No

☐ Not Applicable

Remarks:

10. Did the contractor provide support with records disposition program at the acceptable quality level?

☐ Yes

☐ No

☐ Not Applicable

Remarks: